

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK**

TEMPORARY EMPLOYMENT OPPORTUNITY

Position:	Financial Technician	Announcement #:	14-CO-06
Appointment Type:	Full-time; Temporary* (not-to-exceed date to be determined) <small>*This position may be converted to a permanent position at a later date without further advertisement.</small>		
Location:	Charleston, WV		
Starting Salary:	CL 25 (\$38,334 - \$62,307) <i>Starting salary depends upon experience and qualifications.</i>		
Opening Date:	May 9, 2014		
Closing Date:	Open until filled - Résumés received by May 23, 2014 will receive first consideration.		
Open To:	All qualified applicants		

JOB SUMMARY:

The Financial Technician assists in performing and coordinating administrative, technical, and professional work related to financial and accounting activities of the court, including compliance with appropriate guidelines, policies, and internal controls. The incumbent performs basic accounts payable and accounts receivable duties and reviews the accuracy of monies received and disbursed by the court, processes financial transactions, and maintains required records in accordance with court policies and approved internal controls.

REPRESENTATIVE DUTIES:

- Assist in maintaining, reconciling and reviewing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. Perform basic accounts payable and accounts receivable duties. Maintain and review the accuracy and accountability of monies received and disbursed by the court. Assist in the preparation, update, examination and analysis of a variety of regular and non-standard reports as requested by court units, Administrative Office, U.S. Treasury, financial institutions, or other organizations or agencies.
- Adhere to appropriate internal controls for disbursement, transfer, recording, and reporting of monies. Review less complex vouchers for payments related to expenses incurred by the court for appropriateness of payment. Ensure compliance with internal controls, policies, and procedures as it relates to financial operations.
- Assist in training other financial clerks in the use of financial systems and tools.
- Assist in maintaining control over unit cash registers and collect and balance cash drawers. Count monies received and process receipts and deposits in appropriate bank accounts.
- Process and pay bills and invoices incurred in court units. Perform reconciliation of monies deposited, transferred, and disbursed by the court unit.
- Assist with victim restitution payments.
- Receive, review, and process travel vouchers from court units. Check figures, postings,

and documents for correct entry, mathematical accuracy and proper codes. Communicate with individuals in court units to respond to questions, problems, or insufficiencies with voucher submissions and the status of payment of vouchers.

- Prepare reports and forms by compiling information. Use accounting software and systems to record, store, and track information.
- Coordinate work efforts with other financial deputies in the financial unit.
- Comply with guidelines, procedures, and policies established by the Administrative Office and the court unit.
- Other duties as assigned.

QUALIFICATIONS:

High school graduation or equivalent is required. Bachelor's Degree in Finance or Accounting strongly preferred. One year or more of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, Microsoft Excel spreadsheets or databases is required.

Candidates should be mature, responsible, poised, possess tact, diplomacy, good judgment, analytical skills, initiative and excellent customer service skills. The incumbent must have strong verbal and written communication skills and be computer literate, including proficiency with word processing, Microsoft Excel spreadsheets, Adobe Acrobat and other basic computer software programs.

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System. Temporary positions with a not-to-exceed (NTE) date of 90 days to 1 year or less are eligible to accrue annual and sick leave and are paid for 10 federal holidays per year. Temporary positions with a not-to-exceed (NTE) date of 1 year and 1 day are entitled to benefits that include:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Vision and Dental Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program (pre-tax contributions for health insurance premiums, health care and dependent care expenses)
- Long Term Care Insurance Program options
- Long Term Disability Plan option
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are “at will” employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a FBI background check and credit check as a condition of employment.

APPLICATION PROCESS:

To apply, submit a cover letter and current résumé. The cover letter should identify how your education and/or experience qualify you for the position. The résumé should detail your education and previous work experience. To receive first consideration, application materials must be received by **May 23, 2014** at the mailing address or email address listed below. Please reference **Vacancy #14-CO-06**. Only applicants selected for interview will be contacted.

U. S. District Court – Southern West Virginia

Attn: Vacancy # 14-CO-06

P.O. Box 2546

Charleston, WV 25329-2546

Email: korin_parsons@wvsd.uscourts.gov

More than one position may be filled from this announcement. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The United States District Court is an equal opportunity employer and values diversity in the work place.